



WASHINGTON STATE DEPARTMENT OF
Natural Resources



**Natural Resource Program Coordinator
Forest Practices Division**

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. You can find more information about the department at our [DNR Home Page](#).

APPOINTMENT TYPE: Permanent, FT

SALARY: \$3,215- \$4,115 per month, plus a full benefits package

CLOSING DATE: October 29, 2004

LOCATION: Olympia, WA

POSITION PROFILE:

This position reports to the Assistant Division Manager for Operations and develops and coordinates statewide Forest Practices training; provides technical assistance and advice on operational issues to region and division staff; provides technical information to other agencies and public regarding the Forest Practices Act, rules, policies and procedures; and assists in the development of program policies, rules, and guidelines.

MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:

A Bachelor's degree in forestry or closely related natural resource science and three years of professional experience in a natural resource area;

Or

Two years of experience as a forester 2, equivalent or higher level professional class in the DNR.

And

Two years of professional field experience with DNR Forest Practices Rules.

(Paraprofessional experience performed in the DNR as an Administrative Assistant 2 or equivalent class, may be substituted for the forester 2 (or equivalent professional class) experience on a ratio of three years of paraprofessional experience to two years of professional experience.)

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Ability to successfully and effectively communicate with diverse groups and individuals;
- Ability to organize training sessions, develop effective curriculum and teach others;
- Ability to recognize the need for, plan, and coordinate training;
- Knowledge of the Washington State Forest Practices Rules;
- Ability to establish and maintain productive working relationships;

- Ability to prioritize and work in a fast paced environment;
- Skilled at developing programs for tracking and monitoring accomplishments;
- Ability to work as a member of a team and make collaborative decisions;
- Ability to make decisions in a dynamic and sometimes stressful environment;
- Effective facilitation skills, in order to facilitate meetings with a variety of different groups.

WHO MAY APPLY: This recruitment is open to anyone who meets the minimum qualifications. DNR employees who are eligible to transfer, voluntarily demote or elevate are also encouraged to apply. Interested candidates who wish to be considered for this opportunity must follow the application process below.

APPLICATION PROCESS:

Interested and qualified candidates should submit the following materials by the closing date:

- A letter of interest (not more than two pages) describing your qualifications as they relate to the position.
- A current resume or Washington State Job Application

Submit all materials by the closing date to:

Linda.heckle@wadnr.gov (Please indicate *NRPC* in the subject line of your e-mail)

Or

Forest Practices Division

Attn: Linda Heckel

P.O. Box 47012

Olympia, WA 98504-7012

E-MAIL responses are preferred, but hard copies will also be accepted. Please submit your package in only one form.

For more information please contact Linda Heckel at (360) 902-1399.

This announcement is published by the Washington State Department of Natural Resources. The DNR is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 902-1150 or Telecommunications Device for the Deaf (360) 902-1156.